# Index

#### A

```
Acrynoms defined, Intro-3
AIS (Administrative Information Systems), see LLNL
Ames (Ames Laboratory), Ames-1
    Business management training, Ames-1
        Point of contact, Ames-1
        Overview, Ames-1
    Financial training, Ames-2
        Courses available Ames-2
            Executive Financial Training, Ames-4
            Financial Training, Ames-3
            Introductory Financial Training, Ames-2
    Other business training Ames-6
            Continuous Improvement Process, Ames-6
            Introductory Records Management, Ames-6
Ames Laboratory, see Ames
ANL (Argonne National Laboratory), ANL-1
    Business management training, ANL-1
        Code of ethics, ANL-1, 2, 3, 4
        Overview, ANL-1
        point of contact, ANL-1
Argonne National Laboratory, see ANL
Automated training evaluations, LANL-4
```

## В

Battelle, Pacific Northwest Laboratories, see PNL

#### C

Code of ethics, ANL-1 to 4	
Contacts, DOE Financial Managers, Intro-5 to 13	
Courses available	
Account/Work Order Master Technical Training, LM-9	
Account/Work Order Master Information Session, LM-9	
Active Files Management, LLNL-50	
Activity-Based Cost and Schedule Estimating, WHC-15	
Advanced Custom Project/2 Series X, WHC-16	
Aquisition Planning, LLNL-40	
ASSIST Basics, LLNL-16	
ASSIST/Batch for Resource Managers, LLNL-21	
Basic Custom Project/2 Series X, WHC-16	
Basic Procurement (M&O Perspective), LLNL-41	
Basic Scheduling, WHC-15	
Batch Basics, LLNL-20	
Budget Implementation/Execution, WHC-4	
Budgeting, Property, and Procurement in the Laboratory Context, LANL-3	
Business Ethics & Allowable Costs, WHC-5	
Buyer Technical Representative Training, WHC-19	
Capital Accounting and Physical Accountability, LM-9	
Capital Equipment, LLNL-14	
Capital vs. Expense Procurements, PNL-2	
Certification for Technical Release Representatives on Service Requirement Subcontracts;	Module 1: SRS
Concepts, LLNL-35	
Certification for Technical Release Representatives on Service Requirement Subcontracts;	Module 1:
PARIS Computer Training, LLNL-36	
Certification for Technical Release Representatives on Service Requirement Subcontracts;	Module 2: SRS
Release Administration, LLNL-36	
Certification on Commodity Requirement Subcontracts; Module 1: Introduction and Classifie	
Certification on Commodity Requirement Subcontracts; Module 2: Release Administration, l	LLNL-36
Certification on Commodity Requirment Subcontracts; Module 3: Delegation of Authority,	LLNL-37
Certification on Commodity Requirement Subcontracts; Module 4: PARIS Computer	Training, LLNL
37	
Certification Requirements—Module 1, LLNL-48	
Certification Training for Technical Release Representatives, LLNL-35	
Charging Guidelines, PNL-3	
Clearing/Preventing Invalids and Cost Corrections, PNL-4	
Commitment Reporting System, LM-9	
Construction Funding and Accounting, Modules I and II, LLNL-11	
Construction Funding and Accounting, Modules III and IV, LLNL-12	
Construction Funding and Accounting, Modules V, VI, and VII, LLNL-13	
Construction Manager Delegation of Authority, LLNL-42	
Construction Subcontracts, LLNL-43	
Continuous Improvement Process, Ames-6	
Index, Continued	

Index-2

Courses available, continued

Contracting & Material Management: An Overview, LLNL-44

Contract Law, LLNL-45

Contract Types, LLNL-46

Cost Budget E-mail Enabled Questions Using Netscape, SNL-3

Cost and Price Analysis, LLNL-47

Cost Accounting System (CAS), LM-9

Cost Accounting System Overview, LM-9

Cost Estimating, LM-9

Cost Estimating Workshop, LLNL-7

Cost Transfer Basics, SNL-3

Determining Funding Source, WHC-6

Effective Requisites, WHC-17

Effort Workshop, LLNL-9

Encumbrance Reporting System, WSRC-3

Enhancing Sponsor Relations, LLNL-30

Essentials of Program Development, LLNL-27

**ESTIMATE Basics, LLNL-20** 

Executive Financial Training, Ames-4

Federal Budget Process, WSRC-2

Federal Budget Process and DOE Funding, LLNL-6

FDS Budgeting, WHC-11

FDS Financial Reporting, WHC-10

FDS Overview and FDS Soft Reporting, WHC-9

Financial Management—Preparation for Fiscal Year End, SNL-2

Financial Training, Ames-3

Financial/Workforce Planning for Managers, LLNL-8

FIS: How to Interpret Cost Budget Reports, SNL-3

How to Obtain Standard Reports, SNL-2

Indirect and Unallowable Costs, WIPP-1

Industrial Partnering: Successful Mechanisms, LLNL-25

Information Center User Interface, LM-9

Intellectual Property from A to Z, LLNL-24

Introduction to Financial Management at DOE, DOE-HQ-4 to 11

Introduction to Service Centers for Service Center Staff, SNL-4

Introductory Financial Training, Ames-2

Introductory Records Management, Ames-6

Ledger Adjustments, LLNL-10

Licensing: Turning on the Royalty Stream, LLNL-26

Logic Development and Resource Loading, WHC-15

LROCC on ASSIST, LLNL-21

Management Control SystemFundamentals, WHC-13

Management Control System-Module 1, WHC-13

Management Control System-Module 4, WHC-14

Mechanics of Activity Data Sheet (ADS) Preparation, WHC-7

Negotiation Mastery, LLNL-33

Oral Presentation Skills, LM-9

Overview of Financial Management, LLNL-5

Courses available, continued Overview of Financial Organizations, LM-9 Patent System and Applications, LLNL-34 Preparing Savvy Spend Plan Adjustments, SNL-3 Procedures News Briefs, LM-9 Procurement System Overview—Customer Groups, WHC-17 Procurement System Overview-Sellers, WHC-19 Product Orientation, WSRC-1 Program Development for the 90's, LLNL-16 Project Analysis & Reporting System (PARS), WHC-14 Project Classification & Funding Criteria, WSRC-3 Property Management Training Program, LLNL-51 Property Reutilization and Disposal, WHC-20 Rate Development and the Consolidated Labor System, WSRC-4 Rates, WHC-8 Recovery Process, PNL-3 Release Administratin and Computer Practice—Module 2, LLNL-48 Resource Stewardship, DOE-HQ-12 Service Centers—A Customer's View, SNL-4 Service Contracting, WHC-18 Spend Plan Tool, SNL-3 Standard Scheduling System Management, WHC-16 Statement of Work Assistance Workshops, WHC-18 Strategic Planning for New Business Opportunities, LLNL-31 Tax Facts Seminar, LM-9 Technology Transfer—Past, Present, and Future, LLNL-23 Unallowable Costs, LLNL-15 Understanding Overheads, PNL-2 Using Control-D, an Online Viewing Tool, SNL-2 Using the FTS Management Reporting Online Queries, SNL-2 Value-Added Program Management, LLNL-32 Work for Others Financial Management, LM-9 Writing for Dollars: How to Write an Effective Proposal, LLNL-24 Writing Laboratory Proposals, LLNL-29 WSRC Accounting Systems, WSRC-2

#### D

DOE Headquarters, see DOE-HQ
DOE-HQ (DOE Headquarters), DOE-HQ-1
Financial Management Development Program, DOE-HQ-1
Developmental activites, DOE-HQ-1, 2
Components, DOE-HQ-2

DOE-HQ Financial Management Development Program, continued

Courses available, DOE-HQ-4

```
Overview, DOE-HQ-1
        Overall POC, DOE-HQ-1
        Presentation techniques, DOE-HQ-2
        Self-study guides
                Budget Validation, DOE-HQ-4
                Determining Funding Sources and Construction Budget Process, DOE-HQ-4
                Pricing, DOE-HQ-3
                Reimbursable Work, DOE-HO-3
    FMDP (Financial Managment Development Program), DOE-HQ-1
F
Evaulations, automated, LANL-4
F
FDS (Financial Data System), see WHC
FMDP (Financial Managment Development Program), see DOE-HQ
FMTP (Financial Management Training Program), see LLNL
G-L
LANL (Los Alamos National Laboratory), LANL-1
    Automated training evaluations, LANL-4
        Overview, LANL-4
        Point of contact, LANL-4
        Samples
                Course evaluation report, LANL-7
                Instructor evaluation report, LANL-17
                Training evaluation form, LANL-5
        Service, LANL-4
    Business management training, LANL-1
        Overview, LANL-1
    Quality and leadership management training program, LANL-2
        Course available
                Budgeting, Property, and Procurement in the Laboratory Context, LANL-3
        Point of contact, LANL-2
```

Introduction to Financial Management at the DOE, DOE-HQ-4

Resource Stewardship—A Way of Life, DOE-HQ-12

Overview, LANL-2

```
Lawrence Livermore National Laboratory, see LLNL
LLNL (Lawrence Livermore National Laboratory), LLNL-1
    Business Services Department LLNL-1
        Courses available LLNL-5
                Active Files Management, LLNL-50
                Property Management Training Program, LLNL-51
        Overview, LLNL-49
        Point of contact, LLNL-49
    Administrative Information Business Systems (AIS) LLNL-19
        Courses available LLNL-19
                ASSIST Basics, LLNL-19
                ASSIST/Batch for Resource Managers, LLNL-21
                Batch Basics, LLNL-20
                ESTIMATE Basics, LLNL-20
                LROCC on ASSIST, LLNL-21
        Overview, LLNL-19
        Point of contact, LLNL-19
    Business management training LLNL-1
        LLNL POC. LLNL-1
        Overview, LLNL-1
    Financial Management Training Program (FMTP) LLNL-2
        Advisory committee, LLNL-3
        Courses available LLNL-5
                Capital Equipment, LLNL-14
                Construction Funding and Accounting, Modules I and II, LLNL-11
                Construction Funding and Accounting, Modules III and IV, LLNL-12
                Construction Funding and Accounting, Modules V, VI, and VII, LLNL-13
                Cost Estimating Workshop, LLNL-7
                Effort Workshop, LLNL-9
                Federal Budget Process and DOE Funding, LLNL-6
                Financial/Workforce Planning for Managers, LLNL-8
                Ledger Adjustments, LLNL-10
                Program Development for the 90's, LLNL-16
                Unallowable Costs, LLNL-15
        Course development
                phase I, LLNL-4
                phase II, LLNL-4
                phase III, LLNL-4
        Overview, LLNL-2
        Mission, LLNL-3
        Point of contact, LLNL-3
    Procurement Department LLNL-35
        Courses available, LLNL-35
                Aquisition Planning, LLNL-40
                Basic Procurement (M&O Perspective), LLNL-41
                Certification Training for Technical Release Representatives, LLNL-35
                Certification on Commodity Requirement Subcontracts; Module 1: Introduction
        and Classification, LLNL-36
                Certification on Commodity Requirement Subcontracts; Module 2: Release
        Administration, LLNL-36
```

```
LLNL Procurement Department courses available, continued
                Certification on Commodity Requirment Subcontracts; Module 3: Delegation of
        Authority, LLNL-37
                Certification on Commodity Requirement Subcontracts; Module 4: PARIS
        Computer Training, LLNL-37
                Certification for Technical Release Representatives on Service Requirement
        Subcontracts; Module 1: SRS Concepts, LLNL-38
                Certification for Technical Release Representatives on Service Requirement
        Subcontracts; Module 2: SRS Release Administration, LLNL-39
                Certification for Technical Release Representatives on Service
                        Requirement Subcontracts; Module 1: PARIS Computer
                         Training, LLNL-39
                Certification Requirements—Module 1, LLNL-48
                Construction Manager Delegation of Authority, LLNL-42
                Construction Subcontracts, LLNL-43
                Contracting & Material Management: An Overview, LLNL-44
                Contract Law, LLNL-45
                Contract Types, LLNL-46
                Cost and Price Analysis, LLNL-47
                Release Administration and Computer Practice—Module 2, LLNL-48
        Overview, LLNL-35
        Point of contact, LLNL-35
    Technology Transfer Initiative Program, LLNL-23
        Courses available, LLNL-23
                Enhancing Sponsor Relations, LLNL-30
                Essentials of Program Development, LLNL-27
                Industrial Partnering: Successful Mechanisms, LLNL-25
                Intellectual Property from A to Z, LLNL-24
                Licensing: Turning on the Royalty Stream, LLNL-26
                Negotiation Mastery, LLNL-33
                Patent System and Applications, LLNL-34
                Strategic Planning for New Business Opportunities, LLNL-31
                Technology Transfer—Past, Present, and Future, LLNL-23
                Value-Added Program Management, LLNL-32
                Writing for Dollars: How to Write an Effective Proposal, LLNL-24
                Writing Laboratory Proposals, LLNL-29
        Overview, LLNL-23
        Point of contact, LLNL-23
Lockheed Martin Corporation, see LM
LM (Lockheed Martin)
    LM Corporate Business Management Training, LM-1
        Overview, LM-1
        Point of contact, LM-1
        Videos, LM-2, 3, 4, 5
    LM Energy Systems' Finance College, LM-6
        Courses available, LM-9
                Account/Work Order Master Technical Training, LM-9
                Account/Work Order Master Information Session, LM-9
                Capital Accounting and Physical Accountability, LM-9
```

Commitment Reporting System, LM-9

```
LM, Energy Systems' Finance College courses available, continued
Cost Accounting System (CAS), LM-9
Cost Accounting System Overview, LM-9
Cost Estimating, LM-9
Information Center User Interface, LM-9
Overview of Financial Organizations, LM-9
Oral Presentation Skills, LM-9
Procedures News Briefs, LM-9
Tax Facts Seminar, LM-9
Work for Others Financial Management, LM-9
Organizational structure, LM-8
Overview, LM-6
Point of contact, LM-6
Program development, LM-7
Los Alamos National Laboratory, see LANL
```

#### M

MCS (Management Control Systems), see WHC

## N-P

```
PNL (Battelle, Pacific Northwest Laboratory), PNL-1
Financial Management Training, PNL-1
Courses available, PNL-2
Capital vs. Expense Procurements, PNL-2
Charging Guidelines, PNL-3
Clearing/Preventing Invalids and Cost Corrections, PNL-4
PNL/BMI Profitability, PNL-3
Recovery Process, PNL-3
Subcontract Process, PNL-3
Understanding Overheads, PNL-2
Overview, PNL-1
Point of contact, PNL-1
```

#### Q-R

Resource stewardship course, DOE-HQ-12

## S

```
Sandia National Laboratories, see SNL
Self-study guides
    Pricing, DOE-HQ-3
    Reimbursable Work, DOE-HQ-3
    Determining Funding Sources and Construction Budget Process, DOE-HQ-4
    Budget Validation, DOE-HQ-4
SNL (Sandia National Laboratory)
    Sandia Business Schools
        Courses available
            Cost Budget E-mail Enabled Questions Using Netscape, SNL-3
            Cost Transfer Basics, SNL-3
            Financial Management—Preparation for Fiscal Year End, SNL-2
            FIS: How to Interpret Cost Budget Reports, SNL-3
            How to Obtain Standard Reports, SNL-2
            Introduction to Service Centers for Service Center Staff, SNL-4
            Preparing Savvy Spend Plan Adjustments, SNL-3
            Service Centers—A Customer's View, SNL-4
            Spend Plan Tool, SNL-3
            Using Control-D, an Online Viewing Tool, SNL-2
            Using the FTS Management Reporting Online Queries, SNL-2
        Future plans, SNL-1
        Overview, SNL-1
        Point of contact, SNL-1
        Proposed training topics for FY96, SNL-4, 5
        Samples
            Course Evaluation Form, SNL-6
```

#### Т

TRADE (Training Resources and Data Exchange)
Accomplishments, TRADE-2
Definition, TRADE-1
Organizations involved, TRADE-1
Training Resources and Data Exchange, see TRADE

#### U-W

```
Waste Isoloation Pilot Plant, see WIPP
Westinghouse Hanford Company, see WHC
WHC (Westinghouse Hanford Company)
   Business management training
        Overview, WHC-1
        Points of contact, WHC-1
    Financial curiculum
       Overview, WHC-3
        Points of contact, WHC-3
        Courses available
            Determining Funding Source, WHC-6
            Mechanics of Activity Data Sheet (ADS) Preparation, WHC-7
            Rates, WHC-8
    Financial Data System (FDS) training
        Points of contact, WHC-9
        Overview, WHC-9
        Courses available
            FDS Budgeting, WHC-9
           FDS Financial Reporting, WHC-10
            FDS Overview and FDS Soft Reporting, WHC-9
    Planning & Management Control Systems (MCS) Training
        Audience, WHC-12
        Courses available
            Activity-Based Cost and Schedule Estimating, WHC-15
            Advanced Custom Project/2 Series X, WHC-16
            Basic Custom Project/2 Series X, WHC-16
            Basic Scheduling, WHC-15
            Logic Development and Resource Loading, WHC-15
            Management Control System Fundamentals, WHC-13
            Management Control System-Module 1, WHC-13
            Management Control System-Module 4, WHC-14
            Project Analysis & Reporting System (PARS), WHC-14
            Standard Scheduling System Management, WHC-16
        Points of contact, WHC-12
        Overview, WHC-12
   Procurement training
        Courses available
            Buyer Technical Representative Training, WHC-19
            Effective Requisitions, WHC-17
            Procurement System Overview, WHC-17
            Procurement System Overview—Customer Groups, WHC-17
            Service Contracting, WHC-18
            Statement of Work Assistance Workshops, WHC-18
        Point of contact, WHC-17
        Overview, WHC-17
```

WHC Procurement Training, continued Property reutilization & disposal training Course available Property Reutilization and Disposal, WHC-20 Point of contact, WHC-20 Overview, WHC-20 Westinghouse Savannah River Company, see WRSC WIPP (Waste Isolation Pilot Plant) Course available Indirect and Unallowable Costs, WIPP-1 Point of contact, WIPP-1 Overview, WIPP-1 WSRC (Westinghouse Savannah River Company) Courses available Encumbrance Reporting System, WSRC-3 Federal Budget Process, WSRC-2 Project Classification & Funding Criteria, WSRC-3 Product Orientation, WSRC-1 Rate Development and the Consolidated Labor System, WSRC-4 WSRC Accounting Systems, WSRC-2 Point of contact, WSRC-1 Overview, WSRC-1

## X-Z